



RQIA Board Meeting

Date of Meeting	6 July 2017
Title of Paper	Public Session Minutes
Agenda Item	2
Reference	Min/May17/public
Author	Hayley Barrett
Presented by	Prof. Mary McColgan
Purpose	To share with Board members a record of the previous meeting of the RQIA Board.
Executive Summary	The minutes contain an overview of the key discussion points and decisions from the Board meeting on 15 May 2017
FOI Exemptions Applied	None
Equality Impact Assessment	Not applicable
Recommendation/Resolution	The Board is asked to APPROVE the minutes of the Board meeting of 15 May 2017
Next steps	The minutes will be formally signed off by the Chair and will be uploaded onto the RQIA website.

PUBLIC SESSION MINUTES

RQIA Board Meeting
Boardroom, RQIA
15 May 2017, 11.00am

Present

Prof Mary McColgan OBE
(Acting Chair)
Patricia O'Callaghan
Lindsey Smith
Gerry McCurdy
Denis Power
Dr Norman Morrow OBE
Robin Mullan

Officers of RQIA in attendance

Olive Macleod (Chief Executive)
Maurice Atkinson (Director of Corporate Services)
Theresa Nixon (Director of Mental Health, Learning
Disability and Social Work)
Kathy Fodey (Director of Regulation and Nursing)
Lourda Geoghegan (Medical Director and Quality
Improvement Lead)
Malachy Finnegan (Communications Manager)
David Silcock (Communications Officer)
Jennifer Lamont (CE Support Manager)
Hayley Barrett (Board and Executive Support
Manager)

Apologies

Seamus Magee OBE
Sarah Havlin
Stella Cunningham

1.0 Agenda Item 1 - Welcome and Apologies

- 1.1 The Chair welcomed all members and Officers of the Board to this meeting. The Chair acknowledged apologies from Seamus Magee, Sarah Havlin and Stella Cunningham.
- 1.2 The Chief Executive noted that David Silcock, Communications Officer is in attendance, to stand in for Hayley Barrett, Board and Executive Support Manager in times of absence. The Chief Executive advised that Jennifer Lamont from the Department of Health will be working in RQIA for a period of three months initially.

2.0 Agenda Item 2 - Minutes of the public meeting of the Board held on Thursday 23 March 2017 (Min/Mar17/public)

- 2.1 The Board **APPROVED** the minutes of the meeting of the Board held on Thursday 23 March 2017.

3.0 Agenda Item 3 - Matters arising from minutes

- 3.1 The Board noted that actions 154, 160, 161 and 163 are now completed. The Board noted that actions 155 and 157 are on the agenda. Actions 152, 153 and 159 are not due completion until June and July.
- 3.2 The Chief Executive advised that clarity has been sought in relation to action 156. RQIA Board members are required to submit a template for meetings attended for internal and external meetings, excluding committees and Project Board meetings.
- 3.3 The Chair of Audit Committee advised that action 158 will be completed by the next meeting on 6 July.

4.0 Agenda Item 4 - Declaration of Interests

- 4.1 The Chair asked Board members if, following consideration of the agenda items, any interests were required to be declared in line with Standing Orders. No declarations were made.

5.0 Agenda Item 5 – Acting Chair’s Report

- 5.1 The Chair presented the Acting Chair’s report and Board members acknowledged the meetings attended since the last Board meeting.
- 5.2 The Chair noted that the Non-Executive Directors seminar arranged for 5 May was cancelled and has been rescheduled for 31 May 2017.
- 5.3 The Chair noted that she has had regular contact and meetings with the Chief Executive since the last Board meeting on 23 March 2017.
- 5.4 The Chair advised Board members that the Chief Executive’s appraisal has been completed and that she is currently liaising with the BSO Human Resources in relation to an extension of the Chief Executive secondment.
- 5.5 The Board **NOTED** the Acting Chair’s Report.

6.0 Agenda Item 6 – Meetings attended by RQIA Non-Executives

- 6.1 Board members noted attendance at meetings on 22 March 2017 and 3 May 2017 by a number of RQIA Non-Executives.
- 6.2 The Chair of Audit Committee advised that he attended an Audit Committee chairs event at Castle Buildings on 31 March 2017. The Chair of Audit Committee advised that this provides the opportunity to meet with other audit committee chairs and discuss common agenda items. The Chair of Audit Committee noted that there were presentations by BSO Head of Internal Audit and NICS Head of Internal Audit.

- 6.3 The Board **NOTED** the RQIA Board member Attendance at Events and Meetings.
- 7.0 Agenda Item 7 – Corporate Risk Assurance Framework Report**
- 7.1 The Director of Corporate Services presented the Corporate Risk Assurance Framework Report and advised that the document has been reviewed and revised. This version of the Corporate Risk Assurance Framework was approved at the meeting of the Audit Committee held on 4 May 2017.
- 7.2 The Director of Corporate Services advised Board members that two risks have been reassessed and placed on Directorate Risk Registers.
- 7.3 The Director of Corporate Services noted the risk log on page three of this document, which details all changes made to this document following the last Board meeting on 23 March 2017 and the Audit Committee meeting on 4 May 2017.
- 7.4 Resolved Action (164)
The Director of Corporate Services will present the Corporate Risk Assurance Framework Report to the meeting of the Audit Committee on 22 June 2017.**
- 7.5 The Chair of Audit Committee advised that the Corporate Risk Assurance Framework Report as drafted reflects outputs from the Horizon Scanning exercise and PESTLE analysis undertaken on 21 March 2017 and subsequent discussions by the Executive Management Team.
- 7.6 Board members **APPROVED** the Corporate Risk Assurance Framework Report
- 8.0 Agenda Item 8 – Corporate Performance Report, Quarter 4**
- 8.1 The Director of Corporate Services presented the Corporate Performance Report for Quarter 4 to the Board. The Director of Corporate Services advised that 92% of actions are complete and 2% of actions are incomplete.
- 8.2 The Director of Corporate Services asked Board members to refer to page 31, the exception report. The Director of Corporate Services noted that the completed programme of activity of 2016/17 in respect of Reviews and GAIN are in exception due to unforeseen circumstances and milestones from the GAIN programme falling into quarter one and quarter two of 2017/18.
- 8.3 The Director of Corporate Services provided an update in relation to the MHLID information system, advising that the outline business case was forwarded to the Department of Health for approval on 7 April 2017; RQIA awaits comments from the Department of Health. It is anticipated that the

new system will be implemented during Quarter 1 of 2018-19.

8.4 Board members **NOTED** the Corporate Performance Report, Quarter 4.

9.0 Agenda Item 9 – GAIN Integration into Reviews Directorate

9.1 The Medical Director and QI Lead presented the paper on GAIN Integration into the Reviews Directorate to the Board. The Medical Director and QI Lead advised that GAIN joined RQIA in 2015 with four staff transferring with the function.

9.2 The Medical Director and QI Lead advised Board members that the purpose of GAIN is to develop guidelines, complete audits and provide training. An audit of GAIN by BSO Internal Audit was completed in 2016, achieving satisfactory assurance; however a recommendation was made to fully integrate GAIN into RQIA. Since March 2017 RQIA has integrated GAIN into the Reviews Directorate.

9.3 Board members thanked the Medical Director and QI Lead for this informative paper on the integration of GAIN into Reviews Directorate.

9.4 The Medical Director and QI Lead advised that a communications strategy to inform GAIN stakeholders of its integration into RQIA will be developed.

9.5 Board members **NOTED** the GAIN Integration into Reviews Directorate.

10.0 Agenda Item 10 – Audit Committee Business

10.1 The Chair of Audit Committee informed Board members that the minutes of the meeting on 8 March 2017 were approved at the Audit Committee meeting on 4 May 2017.

10.2 Board members **NOTED** the approved minutes of the Audit Committee meeting on 8 March 2017.

10.3 The Chair of Audit Committee advised that the revised Corporate Risk Assurance Framework Report was approved at Audit Committee on 4 May 2017.

10.4 The Chair of Audit Committee advised that the Chief Executive provided an update on the key risks, and an update was received from Internal Audit on the end of year progress report 2016/17 to include finance, regulatory activity, GAIN and the Governance and Risk Audits. Internal Audit provided a summary on shared services audits noting limited and unacceptable levels of assurance.

10.5 The Chair of Audit Committee advised that horizon scanning with Audit Committee members, the Chief Executive, Director of Corporate Services and Planning and Corporate Governance Manager was completed on 21 March 2017. A PESTLE analysis was conducted and feedback received

will be shared with all Board members.

10.6 Resolved Action (158)

The Chair of Audit Committee will share the PESTLE analysis and feedback from the horizon scanning with all Board members for feedback.

10.7 Board members **NOTED** the Audit Committee Business.

11.0 Agenda Item 11 – Chief Executives Report

11.1 The Chief Executive presented her report to the Board. The Chief Executive highlighted that the Project Board for the Inspection Assessment Framework Project will meet to discuss the Queens University Belfast (QUB) literature review.

11.2 The Chief Executive noted that preliminary findings were received from HSC Leadership Centre in relation to the RQIA workforce review. A meeting has been arranged with Directors and Seniors on 6 June 2017 to discuss the findings and a way forward. The draft report is not yet available.

11.3 Resolved Action (165)

The Chief Executive will provide an update on the workforce review at the next meeting of the Board, 6 July 2017.

11.4 The Chief Executive informed Board members that the Investors in People (IiP) questionnaire has been received by all RQIA staff and there is currently a 50% response rate. The IiP assessor will speak with a number of staff.

11.5 The Chief Executive informed Board members that the Coroner's report was received on Friday 12 May 2017 in relation to the inquest into a death in Owenvale Court. The Chief Executive advised that the Coroner states in his report that the death was foreseeable and preventable. The Chief Executive advised that there are areas of learning for RQIA from this report.

11.6 Board members asked if a finance inspection has been conducted in Hebron House and Bawn Cottage since the last meeting. The Director of Regulation and Nursing advised that a finance inspection has not been completed as a judicial review is ongoing.

11.7 Board members **NOTED** the Chief Executive's Report

12.0 Agenda Item 12 – Finance Report

12.1 The Director of Corporate Services advised that RQIA are forecasting breakeven with an underspend of £7131, based on the position at the end of March and associated pay and non-pay assumptions.

- 12.2 The Director of Corporate Services noted that RQIA are meeting the prompt payment targets for 30 and 10 days. Debt recovery has been outsourced to BSO with approximately £9000 outstanding from 2016/17. The Director of Corporate Services advised that BSO are attempting to collect the outstanding debts and legal action may be taken.
- 12.3 The Director of Corporate Services advised Board members that there has been a rent review backdated to 31 March 2016 for over £70,000. Funding has been secured on a non-recurrent basis for 2016/17 in order to achieve breakeven.
- 12.4 The Director of Corporate Services advised that the draft final accounts were forwarded to NIAO on Thursday 11 May 2017 and will be presented to the Board on 6 July 2017.
- 12.5 **Resolved Action (166)**
The RQIA Draft Final Accounts will be presented to the meeting of the Board on 6 July 2017.
- 12.6 The Chair of the Audit Committee acknowledged the work undertaken to prepare draft Final Accounts and thanked BSO Finance Officer, Lesley Kyle during this time.
- 12.7 Board members **NOTED** the Finance Report.
- 13.0 **Agenda Item 13 – Scheme of Delegation for Approval of Policies**
- 13.1 The Director of Corporate Services presented the Scheme of Delegation for Approval of Policies to Board members and advised that the list of policies indicates which RQIA policies are required to be approved by the RQIA Board.
- 13.2 The Director of Corporate Services informed Board members that many of RQIA policies will become BSO policies and therefore do not require approval by RQIA Board.
- 13.3 A Board member advised that some policies should go to Audit Committee for approval rather than the full Board, for example RQIA Anti-Fraud Policy.
- 13.4 **Resolved Action (167)**
The Director of Corporate Services will include an additional column to represent policies to be approved by Audit Committee.
- 13.5 Board members requested clarity on the process to identify policies that are to be approved and not to be approved by the RQIA Board. The Director of Corporate Services advised that all policies go through EMT, JNCF (if staff-related) and then to staff, those that are outward facing require approval by RQIA Board.
- 13.6 Board members **APPROVED** the Scheme of Delegation for the Approval of

Policies.

14.0 Agenda Item 14 – Update to Standing Orders

14.1 The Director of Corporate Services advised that the Update to Standing Orders is following a meeting in March with the Chairman, Chair of Audit Committee and Chair of the Part II / SOADs Panel. The changes are in relation to the Appointments and Remuneration Committee.

4.2 The Board **APPROVED** the Update to Standing Orders.

15.0 Agenda Item 15 – Any Other Business

15.1 The Chair of Audit Committee advised that during the private session of the meeting the Board discussed the Governance and Board Effectiveness Review and agreed that actions to address recommendations in the report are a collective responsibility of the Board and RQIA Executive Team. A facilitated workshop will be arranged to address the recommendations made by Internal Audit in the review.

15.2 As there was no other business, the Chairman brought the public session of the Board to a close at 1.45pm.

**Date of next meeting:
6 July 2017, RQIA Boardroom**








Signed

**Professor Mary McColgan
Acting Chair**



Date 6 July 2017

Board Action List

Action number	Board meeting	Agreed action	Responsible Person	Date due for completion	Status
152	19 January 2017	The Director of Mental Health, Learning Disability and Social Work will develop a policy, detailed procedures and an impact analysis on the Assessment of New Areas of Work	Director of Mental Health, Learning Disability and Social Work	6 July 2017	
153	19 January 2017	The Chief Executive will provide a paper to the Board in relation to an external evaluation of the effectiveness and added value of hospital inspections	Chief Executive	6 July 2017	
158	23 March 2017	The Chair of Audit Committee will share the PESTLE analysis and feedback from the horizon scanning with all Board members for feedback.	Chair of Audit Committee	6 July 2017	
159	23 March 2017	The Chief Executive will provide an update to Board members on the standardisation of questionnaires across the organisation	Chief Executive	8 June 2017	
164	15 May 2017	The Director of Corporate Services will present the Corporate Risk Assurance Framework Report to the meeting of the Audit Committee on 22 June 2017.	Director of Corporate Services	22 June 2017	

165	15 May 2017	The Chief Executive will provide an update on the workforce review at the next meeting of the Board, 6 July 2017.	Chief Executive	6 July 2017	
166	15 May 2017	The RQIA Draft Final Accounts will be presented to the meeting of the Board on 6 July 2017.	Chief Executive	6 July 2017	
167	15 May 2017	The Director of Corporate Services will include an additional column to represent policies to be approved by Audit Committee.	Director of Corporate Services	6 July 2017	

Key

Behind Schedule	
In Progress	
Completed or ahead of Schedule	